

# Chapter 8

# PowerPoint 4.0 for Windows

PowerPoint 4.0 for Windows is an easy-to-use graphics program that enables you to create business presentations. With PowerPoint, you can produce color slides, handouts for your audience, speaker's notes, and your presentation outline. Additionally, PowerPoint offers the following features:

- C An on-line coach that helps you learn PowerPoint as you work.
- C Tips and hints on how to perform tasks.
- Wizards that help you create professional-looking presentations.

## Accessing PowerPoint

To access PowerPoint from Program Manager:

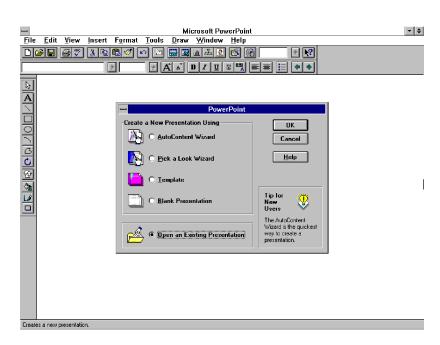
1. Double-click on the Office Applications group icon.



2. Double-click on the Microsoft PowerPoint program-item icon.

PowerPoint opens a full-sized window containing the startup dialog box.

PowerPoint window



## **Exploring the Window**

This section provides a brief description of the components of the PowerPoint window at startup.

## The Title Bar

The *title bar* is located along the top of the PowerPoint window and displays the name of the application.

#### The Menu Bar

The *menu bar* is located below the title bar and displays the menu names. The menus contain the commands used in PowerPoint.

### The Toolbars

The *toolbars* contain buttons that allow you to perform PowerPoint tasks quickly and efficiently. At startup, the Standard and Formatting toolbars appear just below the menu bar, and the Drawing toolbar is displayed vertically on the left side of the window. However, you can customize your window by selecting the toolbars and buttons that you want displayed. When you position the mouse pointer on a button, a ToolTip displays the name of the button, and the status bar explains what the button does.

## The Startup Dialog Box

The *startup dialog box* appears in the middle of the PowerPoint window when the program opens. It provides options to create and open a presentation.

### The Status Bar

The *status bar* runs along the bottom of the window. The left side displays a brief description of what a command will do or identifies the slide that you are working on. When you create or open a presentation, formatting and layout buttons will appear on the right side of the status bar.

# Creating a Presentation

Although you can create a presentation using the blank default layout, PowerPoint provides wizards and templates that help you build professional-looking presentations.

## **Using Wizards**

Wizards are dialog boxes that request information and create presentations based upon your answers.

#### To use a wizard:

- 1. If you are not at the startup dialog box, choose New from the File menu.
- 2. Click on an option button to open a wizard dialog box:

Option Option	Description
AutoContent Wizard	Helps you create and organize your presentation by creating an outline.
Pick a Look Wizard	Helps you create the format or style of your presentation.

### 3. Click on the OK button.

The first wizard dialog box appears.

The following command buttons are available at the bottom of each dialog box:

Button	Action
Cancel	Exits the wizard without creating the outline.
Back	Brings you back to the previous dialog box.
Next	Brings you to the next dialog box.
Finish	Builds your outline based upon information you have provided.

4. Follow the instructions that appear in each dialog box.

When you have completed the wizard dialog boxes, your presentation will appear in the PowerPoint main window. If you were using the AutoContent Wizard, the Cue Cards window will also appear and provide additional instructions. If you were using the Pick a Look Wizard, click or double-click inside a dotted box on the screen (called a placeholder) to add text or objects to the slide.

## Using a Template

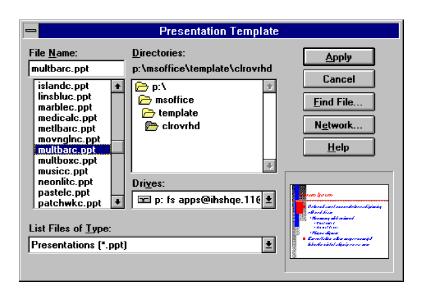
A template is a presentation whose format and color scheme are applied to the Master Slide of another presentation. You can choose from over 100 professionally designed templates.

### To apply a template:



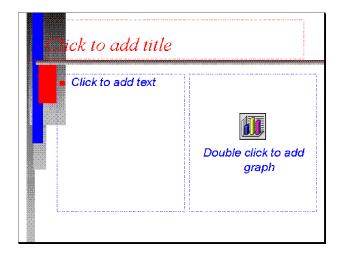
- 1. From the startup dialog box, click on the Template option button.
- 2. Click on the OK button.

Presentation Template dialog box



3. To apply a template to all slides in your presentation, double-click on a file. Or click on a file, and click on the Apply button.

Multbarc.ppt template



## Using a Blank Presentation

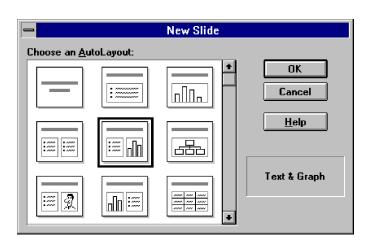
You can also work with the blank default presentation.

To use a blank presentation:

- 1. If you are not at the startup dialog box, choose New from the File menu.
- 2. Click on the Blank Presentation option button.
- 3. Click on the OK button.

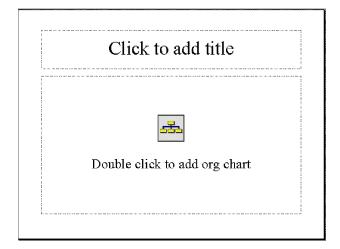
The New Slide dialog box appears.

New Slide dialog box



4. Double-click on an AutoLayout. Or click on an AutoLayout, and click on the OK button.

Org chart layout

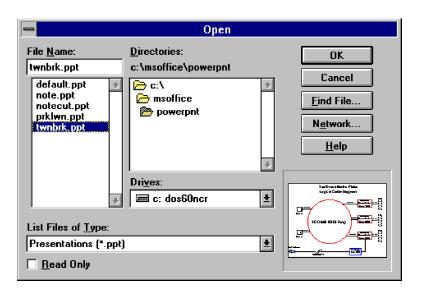


# Opening a Presentation

To open an existing presentation:

1. From the startup dialog box, click on the Open an Existing Presentation option button, and then click on the OK button. If you are not at the startup dialog box, choose Open from the File menu.

Open dialog box



- 2. If necessary, select the drive and directory where the file is located.
- 3. Double-click on the file that you want to open. Or click on the file, and click on the OK button.

# Switching Between Views

*View buttons* are located on the left side of the window just above the status bar. They are used to switch between the different views of your presentation.

#### To switch between views:

1. Click on a view button:

	Button	Action
text	Slide view	Allows you to type, draw, add clip art, insert pictures, and modify the appearance of your and objects.
	Outline view	Allows you to work with slide titles and main text in outline form.
and	Slide Sorter view	Allows you to reorder slides, add transitions, set timings.
	Notes Pages view	Allows you to create speaker notes for your presentation.
阒	Slide Show	Allows you to preview your presentation.

# Working with Slides

A presentation, or file, can be made up of one or more *slides*. PowerPoint allows you to add, delete, and order your slides at any time.

## Adding a Slide

To add a slide to a presentation:



- 1. Click on the Insert New Slide button on the status bar, or choose New Slide from the Insert menu.
  - The New Slide dialog box will appear
- 2. Double-click on an AutoLayout. Or click on an AutoLayout, and click on the OK button.

## Deleting a Slide

There are several ways to delete one or more slides from your presentation:

1. In Slide or Note view, choose Delete Slide from the Edit menu.

-OR-

1. In Outline view, click on the title icon to select it. Or click on a slide in Slide Sorter view.

To select multiple slides, hold down the SHIFT key, and click on another slide.

2. Choose Delete Slide from the Edit menu, or press DEL on the keyboard.

## Reordering Slides

To change the order of your slides:

1. In Outline view, drag the title icon to a new location. In Slide Sorter view, drag the slide to a new location.

## Adding and Editing Text

Working with text in PowerPoint is similar to adding and editing text in a word processing program, such as Word or WordPerfect. With PowerPoint, you can add and edit text anywhere on the slide.

### Inside a Text Placeholder

To add or enter text inside a text placeholder:

- 1. In Slide view, click or double-click on the text placeholder.
- 2. If necessary, use the arrow keys or the mouse to position the insertion point (|) where you want to begin typing.
- 3. Add or edit the text.
- 4. When you are done, click outside of the placeholder.

### Outside a Text Placeholder

To add text outside a text placeholder:



- 1. Click on the Text tool in the Drawing toolbar.
- 2. Move to the slide work area.

The mouse pointer will change.

- 3. Click where you want to add the text. To make a *wrapped text box* (constrains text to a certain width), drag the mouse pointer across the screen, and release the mouse button when the box is the size that you want.
- 4. Begin typing at the insertion point (|).
- 5. When you are done, click outside the text box.

### To edit text outside a text placeholder:

- 1. Click on the text that you want to edit.
- 2. If necessary, position the insertion point (|) where you want to begin editing.
- 3. Edit the text.
- 4. When you are done, click outside the text box.

## Adding Clip Art

A *clip art* is a professionally designed image that can be inserted onto a slide. PowerPoint offers over 1,000 pieces of clip art. Once a clip art has been added to your slide, drawing tools and commands can be used to edit the image.

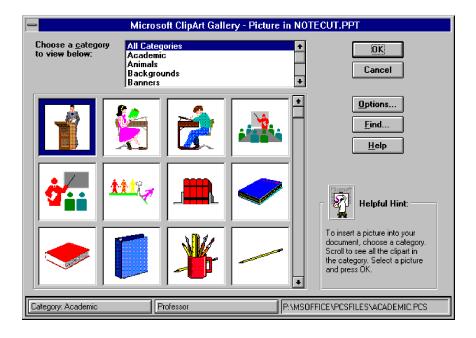
To add a clip art to your slide:



1. Click on the Insert Clip Art button on the Standard toolbar, doubleclick on a clip art placeholder, or choose Clip Art from the Insert menu.

The ClipArt Gallery dialog box appears.

Microsoft ClipArt Gallery dialog box



- 2. If necessary, select a category to view from the list box.
- 3. Double-click on the image that you want to add. Or click on an image, and click on the OK button.

# Creating a Graph

Graphs can make the material in your slides more interesting and readable. PowerPoint offers different types of graphs in both 2-D and 3-D.

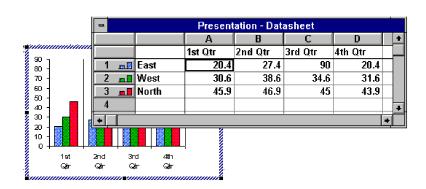
To create a graph:



1. Click on the Insert Graph button on the Standard toolbar, doubleclick on a graph placeholder, or choose Microsoft Graph from the Insert menu.

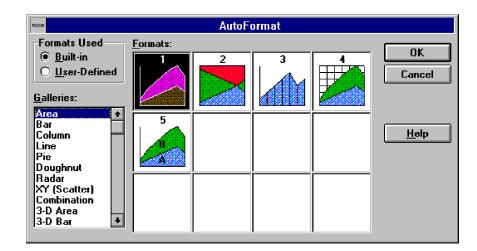
The default graph and sample data sheet appears.

Default graph and sample data sheet



- 2. Use TAB, the arrow keys, or the mouse to select a *cell* (the intersection of a column and a row).
- 3. Begin typing data in the cell.
- 4. Repeat steps 2 and 3 to enter the rest of the data.
- 5. To change the chart type or format, choose AutoFormat from the Format menu.

AutoFormat dialog box



- 6. Under Format Used, click on the Built-in option button.
- 7. Under Galleries, select a chart type.
- 8. Under Formats, double-click on a chart format. Or click on a chart format, and click on the OK button.
- 9. When you are finished, double-click on the data sheet's Controlmenu box.

The graph will appear on your slide.

3-D column graph



# Creating a Slide Show

With PowerPoint, you can create electronic slide shows that utilize your computer's color capabilities and incorporate special effects, such as transitions.

To create a slide show:

- 1. Open a presentation.
- 2. Choose Slide Show from the View menu.

Slide Show dialog box



### 3. Under Slides, click on an option:

	Option	Action
show.	All	Includes the entire presentation in the slide
If this	From and To	Includes certain slides in the slide show. option is selected, specify the range to be included.

### 4. Under Advance, click on an option:

Option	Action
Manual Advance	Advances the slides when you click on the mouse.

Use Slide Timings *timings* the

Advances the slides according to (how long each slide appears on screen) set when you rehearsed.

Rehearse New Timings

Runs through a rehearsal show and allows you to set times for each

slide.

5. Click on the Show button to run the slide show.

## Adding a Transition

*Transitions* are special effects that appear on the screen when you advance slides. For instance, you can set the slide to fade or dissolve as it leaves the screen. Over 45 different transitions are available in PowerPoint.

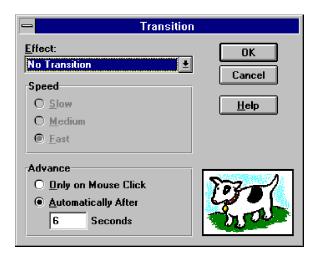
To add a transition to a slide:

1. In Slide Sorter view, click on a slide to select it.



2. Click on the Transition button on the Slide Sorter toolbar, or choose Transition from the Tools menu.

Transition dialog box



3. Select a transition from the Effect drop-down list box.

The transition is demonstrated in the preview box.

- 4. Under Speed, specify how fast you want the transition to occur.
- 5. Under Advance, click on an option:

Option	Action
Only on Mouse Click	Advances the slide when you click on the mouse.
Automatically After	Advances the slide according to the set timing. If this option is selected, specify the number of seconds the slide should appear on the screen.

6. Click on the OK button.



The transition icon appears below the slide.

# Printing

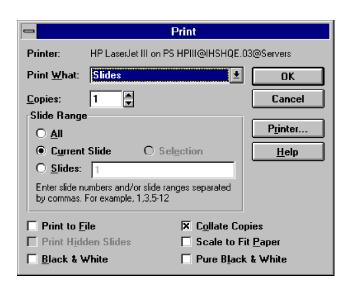
You can print an entire presentation, selected slides, handouts, notes, and outlines.

## To print:



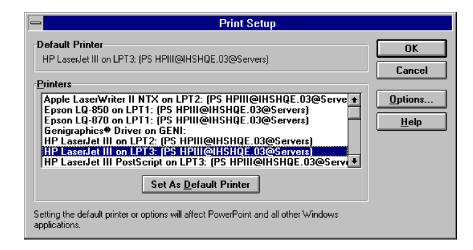
1. Click on the Print button on the Standard toolbar to print with the current settings, or choose Print from the File menu to change printing options.

## Print dialog box



2. To change the current printer, click on the Printer button.

Print Setup dialog box



3. Double-click on a printer from the list box. Or select a printer, and click on the OK button.

You are returned to the Print dialog box.

- 4. Select an item to print from the Print What drop-down list box.
- 5. Specify the number of copies to print.
- 6. Under Slide Range, click on an option:

Option	Action
All	Prints all items specified in the Print What box.
Current Slide	Prints the current item.
Selection	Prints the current selection.
Slides elected,	Prints a range of items. If this option is specify the range to print.

- 7. Click on one or more check boxes to specify how text, lines, and fills should be printed.
- 8. Click on the OK button.

# Saving a Presentation

It is recommended that you save your work frequently, in case of a power failure or other accident. Once you have saved your presentation, it can be retrieved and opened at a later time.

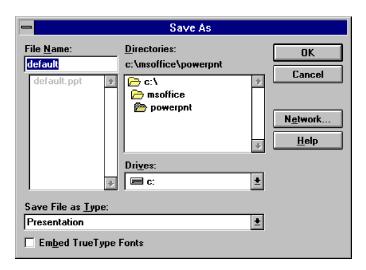
To save a presentation:



1. Click on the Save button, or choose Save or Save As from the File menu.

If you have not saved the presentation before, the Save As dialog box will appear.

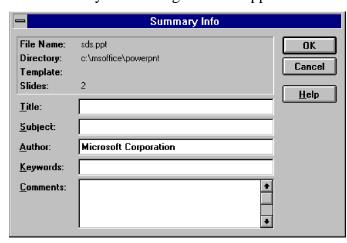
Save As dialog box



- 2. If necessary, select the drive and directory where you want to save your presentation.
- 3. Type a new name in the File Name text box.
- 4. Click on the OK button.

The Summary Info dialog box will appear.

Summary Info dialog box



- 5. If you want, enter summary information about your presentation.
- 6. Click on the OK button.

# Using the On-line Help

The on-line Help feature provides step-by-step instructions and reference information on all commands, dialog boxes, procedures, and messages.

There are several ways to access Help:

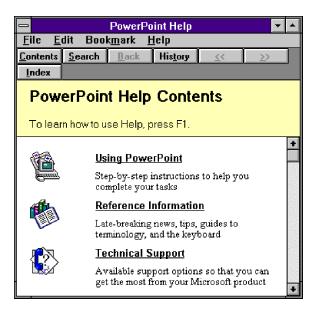
1. Choose a command from the Help menu:

Command	Action
Contents	Provides a list of Help topics available in PowerPoint.
Search for Help on	Allows you to search for information about a specific topic.
Index	Displays an alphabetical list of all Help topics available in PowerPoint.
Quick Preview	Allows you to view a 5-minute tutorial on how create a presentation.
Tip of the Day	Gives useful tips and shortcuts.
Cue Cards	Allows you to do your work while you learn basic tasks.
Technical Support	Provides product support information.
About Microsoft PowerPoint	Displays software and system information.

-OR-

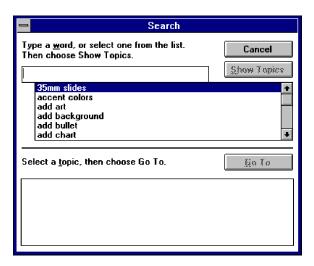
1. Press F1 on the keyboard.

PowerPoint Help window

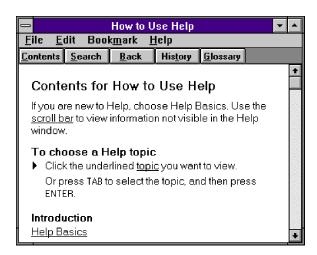


2. From the PowerPoint Help window, click on a topic from the Help Contents, click on the Search button, or press F1 to learn how to use Help.

Search dialog box



How to Use Help window



#### -OR-



- 1. Click on the Help button on the Standard toolbar.
- 2. When the mouse pointer changes to a question mark, click on an item in the PowerPoint window to view information about the selected item.

-OR-

1. Click on the Help button in most dialog boxes to access specific information about the items in the dialog boxes.

## **Exiting PowerPoint**

Be sure to save all files before exiting PowerPoint.

To exit the program:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

## Additional References

For more information, use Training for PowerPoint in the On-line Tutorials group, or obtain the following guide from your ADP Coordinator:

C The *Microsoft PowerPoint 4.0 User's Guide*, published by the Microsoft Corporation, provides detailed information on all program

functions.